



large penetrations; interior and exterior wall to plates; and plumbing and wiring penetrations.

- ✓ Leakage paths identified between attached or tuck-under garages and the living space must always be sealed.
- ✓ After establishing an effective air barrier between the attic and living space, basement air sealing may be completed. Areas to be sealed in basements shall be determined based on the use of the basement area. Conditioned or tempered basements shall be sealed at the rim joist and other connections to outside. In unconditioned basements, air sealing shall be targeted at reducing the communication between the basement and the conditioned space above.
- ✓ If the house CFM50 is still higher than the Building Airflow Standard after sealing the attic, garage, and basement, interior air-sealing may be performed as needed including: sealing around plumbing penetrations, caulking around window and door casings, caulking around molding and baseboards, or other significant leakage areas identified using the blower door.

Air sealing installations must be installed to be permanent improvements to the structure. Products with an expected lifespan of less than 20 years shall not be used.

Pressure differential analysis shall be used to assist in identifying leakage paths and prioritizing air sealing measures.

Where leakage paths are identified that cannot be accessed or reasonably sealed using conventional air sealing techniques, high density cellulose or foam insulation shall be recommended strategically to reduce airflow through the building shell.

If cellulose insulation is to be used as an air barrier in an enclosed cavity, it must be installed at a minimum density of 3.5 pounds per cubic foot.

Duct Sealing

Due to the fact that duct sealing may affect building airflow characteristics and air sealing measures may affect duct leakage characteristics, the Shell Specialist must evaluate the need for duct sealing and a work scope for duct sealing must be developed in conjunction with shell measures using the standards listed below.

Duct leakage must be quantified before and after duct sealing installations. These tests may be performed by the inspector or the installer. The results of these tests must be documented and used to verify the effectiveness of the installation. Whenever possible, retrofit duct leakage rates to outside should be below the standards established by the EPA for Energy Star Ducts. The sum of the supply and return leakage to outside, measured in cfm25, divided by the fan flow should be no more than 10%. (Example: Assuming 1200 cfm system airflow, the leakage to outside should be no greater than 120 cfm25.)



Ventilation exhaust ductwork must have a minimum rise of $\frac{1}{4}$ " per foot of run and when located outside the building shell, must be fully insulated to a minimum R-7.

Mechanical ventilation systems that include a supply and return must be tested and verified for adequate airflow and balance after installation.

Installation Requirements

An effective thermal and pressure boundary shall be established in each home through the installation of appropriate air sealing and insulation measures. Minimum insulation levels shall be determined based on local codes. Air sealing strategies shall be determined based on blower door diagnostic results, visual inspection of critical by-pass areas, and indoor air quality evaluations for each home.

Air Sealing

Air sealing measures shall be prioritized to reduce the stack effect and inhibit moisture migration into attics or other interstitial spaces. Blower door quick tests should be performed during air sealing to track progress and verify results.

Appropriate inspection and diagnostic tests (listed below) must be performed before and after installation of attic insulation and/or ventilation to ensure an effective air barrier exists between the attic and living space.

The effectiveness of the air barrier shall be determined using the following techniques:

- ✓ Pressure differential diagnosis, including: series leakage tests and/or "add a hole" method where applicable. (Refer to the blower door instruction manual for details on how to perform these tests.)
- ✓ Visual inspection of the attic. Visual indicators include all of the following:
 - Inspect the attic floor underneath the insulation to locate thermal by-passes and cavities requiring air sealing.
 - Inspect for areas where moisture migration into the attic is apparent and determine the source of the moisture.
 - Insulation that has turned black is an indicator of air movement through the insulation. Identify the source.
- ✓ With the blower door running under depressurization, use a smoke stick in the attic to verify the integrity of installed air sealing measures.

If communication between the attic and living space is identified using any of the tests listed above, the area must be sealed prior to installation of insulation and/or ventilation in the attic. Whenever air sealing is recommended, leakage path to the attic must be given the highest priority on the work scope.

The following checklist shall be used as a guide during air sealing installations:

- ✓ Air seal communication between the attic and living space first. Areas to seal include: by-passes around chimneys, ducts, drop soffits, shower inserts or other



Airflow and Mechanical Ventilation

Blower door tests must be performed before and after the installation of any of the following measures:

- ☐ Attic insulation, in order to quantify improvements to the air barrier between the attic and the living space.
- ☐ Enclosed cavity insulation representing an area greater than 15% of the total building shell area.
- ☐ Air sealing
- ☐ Sealing of ductwork located outside the building envelope or significant duct modifications within the building envelope.

If the measured CFM50 is less than the Building Airflow Standard (BAS) as set forth in ASHRAE Standard 62-89, mechanical ventilation must be recommended or installed according to the following standards:

Condition	Action
$BAS > \text{final CFM50} > (0.7 \times BAS)$	Mechanical ventilation rated for continuous operation must be recommended to the customer as part of the work scope. System must be sized to make up the difference between the BAS and the final CFM50.
$(0.7 \times BAS) > \text{final CFM50}$	Mechanical ventilation rated for continuous operation must be installed as part of the work scope. System must be sized to provide 100% of the ventilation requirement by mechanical means.

Recommended or installed mechanical ventilation must be designed appropriately to provide adequate air exchange to meet the occupancy ventilation requirements provided by ASHRAE 62-89.

When a mechanical ventilation system is installed in a building where combustion appliances are present, a complete post-installation combustion safety diagnostic must be conducted and conditions must meet all minimum safety requirements for draft, spillage, and CAZ depressurization as established in the BPI Technician I Standards.

All ventilation duct systems, including local exhaust, must be appropriately ducted to provide the most direct route outside as possible. When determining installed airflow rates, friction losses through the ducts must be accounted for either through direct measurement using a flow hood or similar device, or by calculating the friction losses and subtracting them from the rated cfm airflow of the fan.



electrical problems, fire protection issues. Wherever problems are identified or suspected that fall outside the technician's area of expertise, the technician must inform the client of the problem and recommend an evaluation by a professional who specializes in this subject.

Clothes dryers, regardless of fuel type, and bathroom exhaust fans must be vented directly outside using appropriate duct materials (metal ducts are required for gas fueled clothes dryers) before proceeding with installation of air sealing, duct sealing, or enclosed cavity insulation measures. Exhaust ducts running through unconditioned space must be insulated and have a minimum 1/4" rise for every foot of run towards wall or roof terminations.

The following are the minimum required health and safety diagnostics and specifications for Shell Specialist level certification. Minimum health and safety requirements apply to all jobs with work related to energy efficiency and/or indoor air quality performed by BPI accredited firms.

Minimum Health and Safety Requirements (Technician II: Shell Specialist)

(refer to main text and the Technician I Standards for detailed descriptions and applications of the standards below)

- Blower door tests must be performed before and after the installation of air sealing, enclosed cavity insulation representing more than 15% of the building shell area, or sealing of ductwork located outside the building envelope.
- If the measured CFM50 is less than the Building Airflow Standard, as set forth in ASHRAE 62-89, mechanical ventilation must be recommended or installed according to the standards.
- When a mechanical ventilation system is installed in a building where combustion appliances are present, a complete post-installation combustion safety diagnostic must be conducted and final conditions must meet minimum safety requirements for draft, spillage, and CAZ depressurization.
- Air sealing measures must be prioritized to reduce the stack effect and inhibit moisture migration into attics or other interstitial spaces.
- Appropriate inspection and diagnostic tests must be performed before and after installation of attic insulation and/or ventilation to ensure an effective air barrier exists between the attic and living space.
- Prior to installing insulation in an existing home, a thorough inspection of the interior and exterior of the home is required to identify areas where installation of insulation may be unsafe. Problems that are identified must be remedied prior to installation.
 - Insulation may not be installed where live knob and tube wiring exists.
- recessed can light fixtures that are not IC-rated and chimneys must be baffled with an effective dam prior to insulating the area to maintain minimum clearances to insulation or other combustible products.



Building Performance Institute
Technical Standards
For Certified Shell Specialists (Technician II)

Health and Safety

Personal Safety

All technicians performing diagnostics, inspections, or installations, must have access to all necessary personal safety equipment required by OSHA. Technicians must be trained in proper use and applications for these devices and must adhere to OSHA regulations when on the job site.

All hand tools, power tools, and diagnostic equipment must be handled and used in a safe manner and kept in good working condition. Equipment and diagnostic tools must be maintained and calibrated according to manufacturer's specifications.

A copy of the Material Safety Data Sheets (MSDS) for all materials used on the job and installed in the home, must be kept on each crew vehicle and made available to all workers and clients upon request.

Where the presence of asbestos or lead and/or other hazardous materials is suspected, all relevant state and federal (EPA) guidelines must be followed to ensure technician and occupant safety. Blower door depressurization tests may not be performed in homes where there is a risk of asbestos becoming airborne and being drawn into the dwelling.

Respirators with filter cartridges must be worn when working in areas where exposure to airborne mold, asbestos, lead, fiberglass, or formaldehyde is a risk.

Refer to standards on combustion safety (Technician I) for requirements applicable to carbon monoxide exposure

Occupant Health and Safety

Where moisture problems exist, moisture sources must be mitigated through elimination of the source, isolation of the source, or ventilation of the space around the source before proceeding with other shell-related measures.

The homeowner must be notified of any health and safety hazards identified during the course of inspections and installations in the home. These hazards include, but are not limited to: indoor air contaminant sources, moisture problems, structural problems,



Appropriate inspection and diagnostic tests (listed below) must be recommended as part of the work scope for a Shell Specialist when attic insulation and/or ventilation are recommended.

The effectiveness of the air barrier shall be determined using the following techniques:

- ✓ Pressure differential diagnosis, including: series leakage tests and/or "add a hole" method where applicable. (Refer to the blower door instruction manual for details on how to perform these tests.)
- ✓ Visual inspection of the attic. Visual indicators include all of the following:
 - Inspect the attic floor underneath the insulation to locate thermal by-passes and cavities requiring air sealing.
 - Inspect for areas where moisture migration into the attic is apparent and determine the source of the moisture.
 - Insulation that has turned black is an indicator of air movement through the insulation. Identify the source.
- ✓ With the blower door running under depressurization, use a smoke stick in the attic to verify the integrity of installed air sealing measures.

If communication between the attic and living space is identified using any of the tests listed above, the area must be sealed prior to installation of insulation and/or ventilation in the attic. Whenever air sealing is recommended, leakage paths to the attic must be given the highest priority on the work scope.

Refer to local codes for minimum required insulation levels.

Where air sealing, enclosed cavity insulation representing 15% or more of the total building shell area, or sealing of ducts outside the thermal envelope are recommended, the work scope must include pre and post-installation blower door testing.

When duct sealing is recommended, the work scope must include pre and post-installation duct leakage and system airflow testing.

When heating ducts are located outside the building envelope or cooling ducts are located in attic spaces, they must always be sealed underneath the duct wrap, at all accessible connections with duct mastic and insulated to a minimum R-5 as part of the work scope.



The homeowner shall be notified of the results of all combustion safety tests.

At least one CO detector meeting UL-2034 requirements shall be installed according to manufacturer's instructions in every home with an attached garage and/or combustion appliances. It is recommended that additional CO detectors are installed, as needed, to provide a separate detector for each floor of the building.

No unvented combustion appliances may operate in the living space with the exception of gas ranges/ovens under the following conditions:

- ✓ If CO measured in the oven vent after 5 minutes of operation, is less than 50 ppm, exhaust ventilation must be recommended.
- ✓ If CO measured in the oven vent after 5 minutes of operation, is greater than 50 ppm and cannot be corrected by cleaning and adjusting the appliance, the appliance must be replaced with a vented or electric appliance, or ventilation must be provided to the kitchen area before any shell improvements are installed in the home.

Ventilation provided for unvented gas ovens must provide a minimum capacity of 25 cfm continuous airflow or 100 cfm intermittent.

If the CO in any appliance is measured greater than 100 ppm during diagnostic testing, or the ambient CO in the home exceeds 35 ppm during appliance operation, an appliance clean and tune must be completed as part of the work scope.

Forced warm air furnaces must be inspected for flame interference. Visually inspect the burner as the blower fan comes on. If the flames burn differently when the blower comes on, a complete analysis needs to be done to find the source of the flame interference. This problem must be referred to a heating contractor. A cracked heat exchanger cannot effectively be repaired and must be replaced.

Garage to living space connections must be tested for air tightness using a smoke stick in conjunction with the blower door. Air leaks between the garage and living space must be sealed as part of the work scope.

Work Scope Requirements

Attic ventilation shall not be recommended or installed without first verifying the presence of an effective air barrier and thermal barrier between the attic and the living space.

Attic insulation shall not be recommended or installed without first verifying the presence of an effective air barrier between the attic and living space.

**Combustion Safety Test Action Levels**

CO Test Result*	And/Or	Spillage Test Result	Action
0 - 25 ppm	And	Passes	System is okay. Proceed with work
26 - 99 ppm	And	Passes	Recommend a clean and tune
100 - 400 ppm	Or	Fails at worst case, only	Recommend a service call for the appliance and/or repairs to the home to correct the problem
100 - 400 ppm	Or	Fails under natural conditions	Work may not proceed until the system is serviced and the problem is corrected
> 400 ppm	And	Fails under any condition	Shut off fuel to the appliance and have the homeowner call for service immediately

*CO measurements for undiluted flue gases

When CAZ depressurization limits are exceeded under worst-case conditions according to the CAZ Depressurization Limit table, make up air must be provided or other modifications to the building shell or exhaust appliances must be included in the work scope to bring the depressurization within acceptable limits. Worst-case CAZ depressurization limits are shown below:

CAZ Depressurization Limits

Venting Condition	Limit (Pascals)
Orphan natural draft water heater (including outside chimneys)	-2
Natural draft boiler or furnace commonly vented with water heater	-3
Natural draft boiler or furnace with damper commonly vented with water heater	-5
Individual natural draft boiler or furnace	-5
Induced draft boiler or furnace commonly vented with water heater	-5
Power vented or induced draft boiler or furnace alone	-15
Exhausto chimney-top draft inducer; High static pressure flame retention head oil burner; Direct vented appliances; Sealed combustion appliances;	-50



A recommended protocol for completing all of the combustion safety tests efficiently follows:

Spillage and Draft Test Procedure

1. Start with all exterior doors and windows closed and the fireplace damper closed. Set all combustion appliances to the pilot setting or turn off the service disconnect. Combustion appliances include: boiler, furnace, space-heaters, and water heater. With the home in this configuration, measure and record the baseline pressure of the mechanical room WRT outside.
2. Turn on the dryer and all exhaust fans. Close all interior doors that do not pull air from the mechanical room. Turn on the air handler, if possible, and if the pressure in the CAZ becomes more negative, then recheck the door positions. Measure the net change in pressure from the mechanical room to outside, correcting for the base pressure. Record the "worst case depressurization" and compare to the CAZ Depressurization Limit Table.
3. Fire the appliance with the smallest Btu capacity first, test for spillage at the draft diverter with a flame or smoke test, and test for CO at the draft diverter at 5 minutes of burner operation. If spillage occurs under the worst-case condition go on to the step 4. If no spillage is found, test the draft in the connector 2' after the diverter or first elbow and fire all other connected appliances simultaneously and test the draft diverter of each appliance for spillage. Test for CO in all appliances before the draft diverter.
4. If spillage is found in the first draft hood at worst case, turn off the exhaust fans and open the interior doors with the first appliance operating and test again for CO, spillage and draft under "natural conditions". Measure the net change from worst case to natural in pressure from the CAZ to outside to confirm the "worst case depressurization" taken in step 2. Repeat the process for each appliance, allowing the vent to cool between tests.
5. *Optional down-draft test:* After worst-case and natural test for gas appliances, if no CO over 100 ppm has been measured, turn on the blower door just enough to downdraft the appliance (by 1-2 Pascals) and measure CO again in the flue before the diverter. Recommend a clean and tune if CO over 100 ppm is found under downdraft conditions. *Do not attempt to downdraft oil or induced draft, power vented, or direct vented appliances. Do not downdraft appliances with elevated CO (over 100 ppm).*
6. Monitor the ambient CO in the breathing zone during the test procedure and abort the test if ambient CO goes over 35 ppm.
7. Make recommendations or complete work order for repairs based on test results and the Combustion Safety Test Action Level Table.

Administrative Terms and Conditions:

Does the project involve human subjects? ☐ Yes ☒ No

☐ If yes, approval from the ORD Human Subjects Research Review Official is attached.

Does the project involve animal subjects? ☐ Yes ☒ No

Is this project expected to generate program income? ☒ Yes ☐ No

If yes, program income should be:

☒ Used to support additional eligible activities

☐ Used to meet the recipient's cost sharing requirement

☐ Deducted from total costs to determine net allowable project cost

Does this project support a conference/workshop? ☐ Yes ☒ No

☐ If yes, GAD's conference questionnaire is attached.

Justification for Selection of Assistance Agreement

This project complies with EPA Order 5700.1 which requires that the activities funded by this agreement support a public purpose and are not for the direct benefit or use of the Federal Government. Provide justification for selection as an Assistance Agreement:

The purpose of this project is to support the accomplishments of a public purpose rather than to acquire property or services for EPA. The public and whole house contractors will benefit from having a certification for quality contractors available. This assistance agreement has been reviewed for appropriateness relative to those criteria and examples provided in the "Policy for Distinguishing Between Assistance and Acquisition" I certify that this assistance agreement appropriately meets the criteria.

Programmatic Terms and Conditions *The following special conditions for EPA involvement apply to this cooperative agreement.*

- 19
- a. The EPA Project Officer and the Project Manager from BPI will collaborate throughout all phases of the Agreement. At a minimum, this collaboration will occur through monthly conference calls and quarterly meetings
 - b. BPI will submit to EPA a quarterly report within two weeks of the end of each calendar year quarter, reporting on progress made during the quarter, laying out goals for the following quarter, and delineating any modifications to the scope of work or schedule.
 - c. The EPA Project Officer will monitor the progress of the work throughout the project to ensure overall direction.
 - d. BPI agrees to submit a reproducible copy of each report or output that is suitable for printing.

___ Additional Info attached

Summary of Cost Analysis

EPA has reviewed the proposed cost for this grant and find those costs reasonable and justified. A copy of this analysis is contained in the project officer's files

Specific Program Identification (i.e., energy efficiency, urban initiative, etc.)

Residential energy efficiency

Pre-award cost statement, if applicable.

Is this an Unsolicited Research Proposal?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> If yes, the recipient's cost sharing reflects their mutuality of interest.		
Was the Application selected through a competitive process? (If no, explain; if yes, describe the competitive process.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
A sole-source award is justified for this cooperative agreement. BPI is currently the only organization that certifies building performance contractors. BPI has received initial funding from NYSERDA and this grant allows them to expand their mission.		
Quality Assurance (QA): Does the project include taking environmentally related measurements or data generation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, has the applicant's QA Plan been approved? (If no, describe the steps that will be taken to assure that QA will be addressed, e.g., inclusion of term and condition in the assistance agreement requiring QA approval.)		
Is this agreement funded with Split Funding? (If yes, include justification for split funding.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the agreement funded with more than one Program Results Code (PRCs)?		
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<input type="checkbox"/> If yes, the allocation methodology is attached.		
Could an invention be one of the results of this project?		
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



HQS. SMALL GRANTS
DECISION AND APPROVAL
RECOMMENDATION (Feb 99)

JP

PROJECT INFORMATION SECTION

Grant Number: X829344010

X829344010

Applicant: Building Performance Institute, Inc.

Project Period Dates: 7/01/01 - 11/01/02

IN BLUE BOOK
p. 330 7/16/01-JH
501C(X3)

Action Type: ☒ New ☐ Supplemental

Catalog of Federal Domestic Assistance No.: 66-605

Del. Auth.
7-11

Cost Category and Amount

Grail 2.88
in app

1. Personnel	\$ 7,471.00
2. Fringe Benefits	\$ 2,391.00
3. Travel	\$ 7,100.00
4. Equipment	\$ 0
5. Supplies	\$ 650.00
6. Contractual Personal Services	\$ 20,720.00
7. Construction	\$ 0
8. Other	\$ 0
9. Total Direct Costs	\$ 38,332.00 ✓
10. Indirect Cost IDC Rate: % Base:	\$ 1,643.00 #
11. Total Approved Project Period Costs	\$ 39,975.00 ✓
12. Total Approved EPA Amount	\$ 39,975.00 100%

RECEIVED
01 JUL 13 PM 3:25
ADMINISTRATIVE DIVISION

marked 1/97

PROLEN 9/14/17

Mainfr~1.ses

ACTION: A SCREEN: CFRA USERID: LNUF

09/14/01 09:20:45 AM

CONTRACT REQUISITION FREEZE ACTION SCREEN

KEY IS CONTRACT REQUISITION DOCUMENT ID

	DOCUMENT ID	FREEZE AMOUNT	CONTRACT OFFICER
01-	RQ 0158EC1707	39,975.00	82934401 LPHILLIPS 564-5342
02-			
03-			
04-			
05-			
06-			
07-			
08-			
09-			
10-			
11-			
12-			

01-*L030 ALL LINES ADDED

DEMS

ACTION: R SCREEN: REQL USERID: EBFI 07/11/01 01:53:36 PM

*** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***

KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: RQ REQ NO: 0158EC1707

01- LINE NO: 001	BFY: 2001 2002	APPR: B	RPIO: 27	
BUDGET ORG: 58E2		PE: 60201A	LINE AMT:	39,975.00 ✓
COST ORG:	SITE/PROJ:		CLOSED AMT:	0.00
BOC: 4183	RPTG CATG:		OBLG AMT:	0.00
LAST CHG STATUS:	DESCRIPTION:			
02- LINE NO:	BFY:	APPR:	RPIO:	
BUDGET ORG:		PE:	LINE AMT:	
COST ORG:	SITE/PROJ:		CLOSED AMT:	
BOC:	RPTG CATG:		OBLG AMT:	
LAST CHG STATUS:	DESCRIPTION:			
03- LINE NO:	BFY:	APPR:	RPIO:	
BUDGET ORG:		PE:	LINE AMT:	
COST ORG:	SITE/PROJ:		CLOSED AMT:	
BOC:	RPTG CATG:		OBLG AMT:	
LAST CHG STATUS:	DESCRIPTION:			

02-1009 HEADER CHANGE

*ROUTED
Liz Bailey
202 564-5348
9/14/01*

I certify that the commitment on
this PR has been accepted by
IFMS as shown on this REQL
screen.

Liz Bailey
Liz Bailey 202 564-5348
6201J

United States
Environmental Protection Agency
Washington, DC 20460

COMMITMENT NOTICE

NOTE: Preparation and approval of this form does not constitute an obligation of money. The use of this form is intended to guarantee availability of money by reserving it for certain types of specified transactions.

THIS COMMITMENT TRANSACTION IN THE AMOUNT OF \$39,975 IS FOR NEW

☒ GRANT ☐ INTERAGENCY AGREEMENT ☐ OTHER **829344010**
☐ COOPERATIVE AGREEMENT ☐ CONTRACT ☐ PURCHASE ORDER Please provide project number (if known)

DESCRIPTION OF PROJECT, GOODS, OR SERVICES Building Performance Certification Development Program

NAME OF GRANTEE/CONTRACTOR/VENDOR Building Performance Institute, Inc.

EMPLOYER IDENT NO. (EIN)

TASK, ROAF OR OTHER LOCAL IDENTIFIER

SPECIAL COMMENTS OR INSTRUCTIONS

ALLOWANCE HOLDER APPROVALS (Optional, at discretion of Allowance Holder)

ALLOWANCE HOLDER TITLE

RESPONSIBILITY CENTER TITLE

STAFF APPROVALS

SIGNATURE	DATE	PHONE
Kathleen Hogan, Director, CPPD	7/11/01	
Paul Stolpman, Director, OAP	7/11/01	

FUNDS CERTIFICATION

PREPARED BY		APPROVED BY	
SIGNATURE Susan Donnelly	<i>Susan Donnelly</i>	SIGNATURE Liz Bailey	<i>Liz Bailey</i>
DATE 7/9/01	PHONE 564-9735	DATE 7/11/01	PHONE 564-9072

Contract negotiator is ☐ is not ☐ authorized to exceed amount shown above by up to 10% with securing further approval for funds.

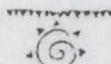
THE AMOUNT OF MONEY SHOWN IS

☒ AN ORIGINAL COMMITMENT ☐ AN INCREASE TO A PREVIOUS COMMITMENT ☐ A DECREASE TO A PREVIOUS COMMITMENT

FINANCIAL AND ACCOUNTING DATA

LINE	DCN (Max 6)	Budget FYs (Max 4)	Appropriation Code (Max 6)	Budget Org Code (Max 7)	Program Element (Max 8)	Object Class (Max 4)	SFO (Max 2)
1	EC1707	01/02	B	5/6.2	60201A	4183	33
2							
3							

LINE	Amount, (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org Code (Max 4)
1	\$39,975	00		
2				
3				

 **Lena Nirk**
09/20/01 10:35 AM

To: LaShaun Phillips/DC/USEPA/US@EPA
CC:
Subject: Re: 82934401

Hi LaShaun,
Here are the answers to your questions and the form is attached.

1) The statutory Authority - Need more justification as to how the statute relates to the project. The Clean Air Act, Section 103 providing authority is related to this project because of the participation of the building performance industry in reducing greenhouse gas emissions through improving the energy efficiency of the residential building stock.


2) This agreement should be a cooperative agreement. The commitment notice has this as a Grant.


All the paperwork is for a small grant, but if it need to be changed, let me know.

3) Please complete the attachment for Copyright Conditions.

attached

4) I am not sure about the answer to your questions regarding the early start date. BPI has already begun their certification work, so that might be why an early start date was requested.
thanks,
lena


-2485234 wpc
LaShaun Phillips

 **LaShaun Phillips**
09/19/01 7:17 AM


To: Lena Nirk/DC/USEPA/US@EPA
CC:
Subject: 82934401

Hello Lena,
I am processing agreement CX82934401-0, Building Performance Inst. and I need the following items addressed:

1) The statutory Authority -- Need more justification as to how the statute relates to the project.

2) This agreement should be a cooperative agreement. The commitment notice has this as a Grant.

3) Please complete the attachment for Copyright Conditions.


software qs web wpc

thanks
LaShaun Phillips
202-564-5348

C1829344-01-D

Attachment A

Minority Business Enterprises (MBE)/Womens' Business Enterprises (WBE) Terms and Conditions for non-SRF Recipients with EPA-approved FY 1998 MBE/WBE Goals that were not based on historical data of dollars awarded to MBEs and WBEs

1. The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements.

(a) The recipient accepts the applicable FY 1998 Minority Business Enterprise (MBE)/Womens' Business Enterprise (WBE) "fair share" goals/objectives negotiated with EPA by the State as the FY 1999 MBE/WBE "fair share" goals/objectives as follows:

	MBE	WBE
Construction	6%	6%
Supplies	6%	6%
Services	6%	6%
Equipment	6%	6%
OR		
Combined Rate	_____ %	_____ %

(b)(1) The recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities.

(2) For assistance agreements related to research under the Clean Air Act Amendments of 1990, the recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, disabled Americans, Historically Black Colleges and Universities, Colleges and Universities having a student body in which 40% or more of the students are Hispanic, minority institutions having a minority student body of 50% or more, and private and voluntary organizations controlled by individuals who are socially and economically disadvantaged.

(c) The recipient agrees to include in its bid documents the applicable "fair share" objectives and require all of its prime contractors to include in their bid documents for subcontracts the negotiated "fair share" percentages.

(d) The recipient agrees to follow the six affirmative steps or positive efforts stated in 40 CFR §30.44(b), 40 CFR §31.36(e), or 40 CFR §35.6560, as appropriate, and retain records documenting compliance.

(e) The recipient agrees to submit an EPA form 5700-52A "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements," beginning with the Federal fiscal year quarter the recipient receives the award and continuing until the project is completed. These reports must be submitted to MBE/WBE Coordinator, Lupe Saldana, U.S. Environmental Protection Agency, 401 M Street, SW, Mail Code 3903R, Room 51288, Washington, D.C. 20460, 202-564-5353, within 30 days of the end of the Federal fiscal quarter (January 30, April 30, July 30, and October 30). For assistance awards for continuing environmental programs and assistance awards with institutions of higher education, hospitals and other non-profit organizations, the recipient agrees to submit an EPA form 5700-52A to MBE/WBE Coordinator, Lupe Saldana by October 30 of each year.

(f) If race and/or gender neutral efforts prove inadequate to achieve a "fair share" objective, the recipient agrees to notify EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the "fair share" objective.

2. EPA may take corrective action under 40 CFR Parts 30, 31, and 35, as appropriate, if the recipient fails to comply with these terms and conditions.

9. EPA participation in the salary rate (excluding overhead) paid to individual consultants is limited to the maximum daily rate for a Level IV of the Executive Schedule, which is currently \$481.83.

10. In accordance with 40 CFR 31.34 for State, local and Indian Tribal governments or 40 CFR 30.36 for other recipients, EPA has the right to reproduce, publish, use, and authorize others to use copyrighted works developed under this assistance agreement for Federal purposes. Examples of Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the grantee to use the copyrighted material.

Programmatic Conditions

1. The EPA Project Officer and the Project Manager from Building Performance Incorporated (BPI) will collaborate throughout all phases of the Agreement. At a minimum, this collaboration will occur through monthly conference calls and quarterly meetings.
2. The EPA Project Officer will monitor the progress of the work throughout the project to ensure overall direction.
3. The recipient agrees to submit a reproducible copy of each report or output that is suitable for printing.

Administrative Conditions

1. The recipient agrees to comply with the MBE/WBE terms and conditions outlined in Attachment A.
2. The recipient agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final report and at least one reproducible copy suitable for printing. The final report shall document project activities over the entire project period and shall describe the recipient's achievements with respect to stated project purposes and objectives.
3. In accordance with EPA guidance and OMB Circular No. A-21 or A-122, as appropriate, the recipient agrees that it will not use assistance funds (Federal or non-Federal share) for lobbying or political activities.
4. In accordance with Section 18 of the Lobbying Disclosure Act of 1995, PL. No. 105-65, 109 Stat. 691, the recipient affirms that:
 - (1) it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or
 - (2) it is a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995.
5. In accordance with 40 CFR 30.24(b)(1), program income will be added to funds committed to the project by EPA and used to further eligible project or program objectives.
6. In accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the recipient agrees that it will not use project funds, including the Federal and non-Federal share, to engage in lobbying the Federal Government or in litigation against the United States. The recipient also agrees to provide information mandated by EPA's annual appropriations acts for fiscal year 2000 and fiscal year 2001 (PL 106-74, §426 and PL 106-377, §424 respectively) which require as follows: "A chief executive officer of any entity receiving funds under this Act shall certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law." The recipient may satisfy this certification requirement in any reasonable manner. The certification must be submitted to EPA after all grant funds have been expended.
7. The recipient agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.
8. The recipient's authorized budget includes indirect costs in the amount of \$1,643.00". The recipient agrees within 90 days of accepting this assistance agreement/amendment to prepare and maintain on file for review an indirect cost rate proposal based upon the guidance in the enclosed EPA booklet entitled, "Preparing Indirect Cost Rate Proposals for Grants and Contracts." If this award is subject to the requirements of OMB Circular A-133, the recipient agrees to include its indirect cost rate proposal as part of its A-133 audit. (see 40 CFR 30.541 or 30.26 as appropriate)

Budget Summary Page

Table A - Object Class Category (Non-construction)		Total Approved Allowable Budget Period Cost
1. Personnel		\$7,471
2. Fringe Benefits		\$2,391
3. Travel		\$7,100
4. Equipment		\$0
5. Supplies		\$650
6. Contractual		\$20,720
7. Construction		\$0
8. Other		\$0
9. Total Direct Charges		\$38,332
10. Indirect Costs: % Base See Terms & Conditions		\$1,643
11. Total (Share: Recipient 0.00 % Federal 100.00 %)		\$39,975
12. Total Approved Assistance Amount		\$39,975
13. Program Income		\$0

X - 82934401 - 0 Page 2

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 39,975	\$ 39,975
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 39,975	\$ 39,975

Assistance Program (CFA)	Statutory Authority	Regulatory Authority
66.606 - Surveys - Studies - Investigations - Special	Clean Air Act: Sec. 103	40 CFR PART 30

Fiscal									
Site Name	DCN	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
	EC1707	0102	8	58E2	60201A	4183			39,975

12/20/2001 THU 14:05 FAX 518 207 4550

001/002

126 State Street
Third Floor
Albany, NY 12207
(518) 207-4545
(518) 207-4550 fax



**Building
Performance
Institute**

Fax

To: LASHAWN PHILLIPS From: COURTNEY MORIARTY
Fax: 202-565-2167 Pages: 2
Phone: _____ Date: 12/20/01
Re: _____ TC: _____

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle


• Comments:

12/20/2001 THU 14:05 FAX 518 207 4550

002/002

4 - ORIGINAL AND COPY
TO BE KEPT BY THE SIGNATURE

4 - ORIGINAL AND COPY
TO BE KEPT BY THE SIGNATURE

		U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement		ASSISTANCE ID NO.		X-82934401-0 Per	
				PRG X - 82934401	DOC ID - 0	AMEND# - 0	DA1. FAV SE 21 Jul
RECIPIENT TYPE Non-Profit Organization		TYPE OF ACTION Grant		PAYMENT METHOD Advance		MAILING DATE OCT - 3 2001	
RECIPIENT: Building Performance Institute Inc 126 State Street, Third Floor Albany, NY 12207 EIN: 14-1789014		Send Payment Request to: Las Vegas Financial Management Center		PAYEE: Executive Director Building Performance Institute Inc 505 Eighth St. Ste. 1801 New York, NY 10081			
PROJECT MANAGER Courtney Moriana Building Performance Institute Inc 126 State Street, Third Floor Albany, NY 12207 E-Mail: Phone: 518-207-4505		EPA PROJECT OFFICER Lana Nick 1700 Pennsylvania Ave. NW, 620J Washington, DC 20460 E-Mail: Phone: 202-564-9841		EPA GRANT SPECIALIST LaShaun Phillips 1200 Pennsylvania Ave. NW Washington, DC 20460 3903R E-Mail: phillips.lashaun@epa.gov Phone: 202-564-5348			
PROJECT TITLE AND DESCRIPTION Building Performance Certification Development SMALL GRANT- To develop infrastructure for promotion and delivery of building performance certifications							
BUDGET PERIOD 10/09/2001 - 10/08/2002		PROJECT PERIOD 10/09/2001 - 10/08/2002		TOTAL BUDGET PERIOD COST \$39,975.00		TOTAL PROJECT PERIOD COST \$39,975.00	
NOTE: The Agreement must be completed in duplicate and the Original returned to the appropriate Grants Management Office listed below, within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA. Receipt of a written refusal or failure to return the properly executed document within the prescribed time, may result in the withdrawal of the offer by the Agency. Any change to the Agreement by the Recipient subsequent to the document being signed by the EPA Award Official, which the Award Official determines to materially alter the Agreement, shall void the Agreement.							
OFFER AND ACCEPTANCE							
The United States, acting by and through the U.S. Environmental Protection Agency (EPA), hereby offers Assistance/Amendment to the <u>Building Performance Institute Inc</u> for <u>100.00</u> % of all approved costs incurred up to and not exceeding <u>\$39,975</u> for the support of approved budget period effort described in application (including all application modifications) cited in the Project Title and Description above, signed <u>06/18/2001</u> included herein by reference.							
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)				AWARD APPROVAL OFFICE			
ORGANIZATION / ADDRESS Grants Administration Division 1200 Pennsylvania Ave. NW 3903R Washington, DC 20460				ORGANIZATION / ADDRESS Office of Air and Radiation OAR 1200 Pennsylvania Ave. NW Washington, DC 20460			
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY							
SIGNATURE OF AWARD OFFICIAL <i>Patricia L. Smith</i>		TYPED NAME AND TITLE Mildred Lee, Chief - Grants Operations Branch A		DATE 9/26/01			
This agreement is subject to applicable U.S. Environmental Protection Agency statutory provisions and assistance regulations. In accepting this award or amendment and any payments made pursuant thereto, (1) the undersigned represents that he is duly authorized to act on behalf of the recipient organization, and (2) the recipient agrees (a) that the award is subject to the applicable provisions of 40 CFR Chapter 1, Subchapter B and of the provisions of this agreement (and all attachments), and (b) that acceptance of any payments constitutes an agreement by the payee that the amounts, if any found by EPA to have been overpaid will be refunded or credited in full to EPA.							
BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION							
SIGNATURE <i>Courtney Moriana</i>		TYPED NAME AND TITLE COURTNEY MORIANA, EXECUTIVE DIRECTOR		DATE 10/17/01			

APD
10/24/01

82924740

01/02 sunny

Patrol

Don't write Northcott
9/12/77
LL

8292474010

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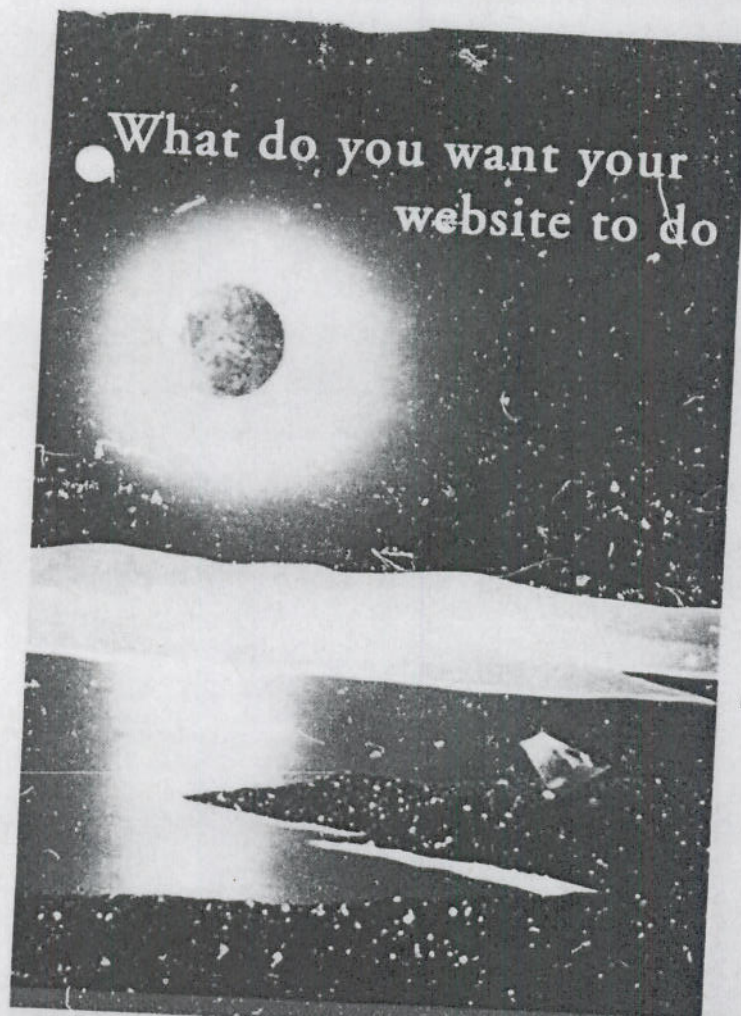
TOP
SECTION 1

(Blue)

SECTION

1

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Increase profits
Increase profits

Give you the competitive edge

Improve your image

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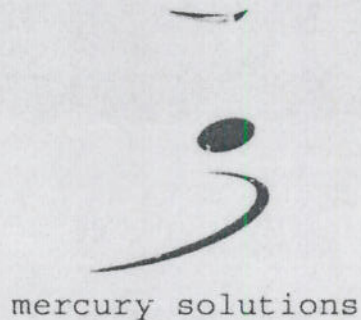


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PEER REVIEW

MEMORANDUM

SUBJECT: Review of Assistance Agreement, Building Performance Institute, Incorporated
Certification and Accreditation Program.

DATE: June 1, 2001

FROM: Doug Anderson *Doug Anderson*

TO: Lena Nirk

I OBJECTIVE

This Building Performance Institute (BPI) promotes energy and resource efficiency, comfort, and safety, in existing housing. BPI has developed a respected reputation through its certification of DOE Weatherization contractors. Their draft technical standards and certification and accreditation process have also formed a cornerstone of the "Home Performance with ENERGY STAR" pilot in the state of New York. These concepts are in line with some of the goals of the Home Improvement Program as well as the New Homes Program. Furthermore, an established certification and accreditation program for residential energy-efficiency contractors would facilitate the expansion of whole-house market transformation efforts in many areas around the country. This certification and accreditation program will further EPA goals of energy conservation and resultant greenhouse gas emission abatement in the existing residential sector.

II EXPLANATION OF ANY APPARENT DUPLICATIVE OR EXCESSIVE EFFORT

None that I am aware of.

III STRENGTHS AND WEAKNESSES OF PROPOSAL

The BPI technical standards appear to be high-quality and well thought-out. Its certification and accreditation processes are currently being refined in New York. Additional standards development and pilot deployments by BPI should accelerate the development of the building performance industry and therefore increase the opportunity for homeowners to increase the energy-efficiency of their homes.

With its experience certifying Weatherization contractors, BPI is well positioned expand into the private sector market. The private sector certification should facilitate market transformation around the country.

IV RECOMMENDATION

I recommend approval of this grant. I have no specific recommendations or modifications to improve the proposed project. The timetable and budget appear commensurate with the tasks.

BPI Incorporated is a 501(c)(3) non-profit organization that researches promotes energy and resource efficiency, comfort, health, safety, affordability in residential buildings. It has been promoting building science practice in the residential contracting trades and providing certification since 1993. The experts participating in the technical standard development ensure a very high level of quality. The success of their certification and accreditation in the New York "Home Performance with ENERGY STAR" pilot demonstrates their ability to perform the proposed work.

IV Recommendation

The applicant is requesting a federal budget of \$39,975 for this effort. I recommend funding of this proposal at the requested level.

building trades including remodelers, insulation contractors and heating and cooling contractors. BPI, and a group of national building science experts, have established a draft set of technical standards as a guide for trade professionals to ensure the energy-efficiency and durability of homes they work on and the health, safety, and comfort of the people who live in them. BPI provides certifications for technicians demonstrating competency in the knowledge and skills necessary to inspect, diagnose, and trouble-shoot building performance issues, and is an integral part of the "Home Performance with ENERGY STAR" pilot in New York state.

The success of the initial phase of this initiative has generated interest in the Building Performance Institute and the certification and accreditation process on a national level. It is BPI's goal to be able to provide this service on a national scale; however, additional infrastructure is required before they will be able to effectively meet this demand.

Under this grant and through this conference, BPI proposes:

- To refine the technical standards, and the certification and accreditation processes for the residential contractors.

- To complete certification and accreditation of a sample set of contracting firms in targeted regions that are not beneficiaries of publicly funded initiatives. This pilot project would include follow-up reports to identify and track the benefits of these credentials to the contractor's business.

- To continue development of infrastructure required to deliver certifications and accreditation of building performance contracting firms on a national scale.

- To revise the BPI Field Guide to provide a solid set of best practices for all building performance technicians, diagnosticians, and installers.

- To create an internet website for the Building Performance Institute to serve as the primary vehicle for distributing technical standards documents and guidance on acquiring the skills needed for certification. A secondary purpose of the website is to serve as a clearinghouse for resources for contractors seeking to expand their knowledge and experience. A consumer section of the site will provide information on how to select a contractor and what to expect when a home is performance tested. In addition, a list of accredited contractors with links to their web sites will help the contractors promote their business and assist consumers in selecting a contractor with whom they will be comfortable.

The BPI contractor certification and accreditation program provides an excellent opportunity to help grow the residential building performance industry. It also provides market transformation programs an easily identifiable link to these qualified professionals and helps ensure the success of whole-house based home improvement programs.

III Review of Technical Qualifications



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
AIR AND RADIATION

MEMORANDUM

DATE: June 13, 2001
SUBJECT: Technical Review of Building Performance Institute Certification Proposal
FROM: Lena Nirk, Project Officer, Climate Protection Partnerships Division
TO: Kathleen Hogan, Director, Climate Protection Partnerships Division

I have reviewed the proposal submitted by the Building Performance Institute, Inc. requesting funding support for the continued development of its contractor certification and accreditation program.

I. Critical Needs Addressed by the Proposal

The objectives of this cooperative agreement coincide with the goals of EPA's Home Improvement Program with ENERGY STAR as well as the New Homes Program which are to reduce energy consumption in the residential sector. Successful implementation of this proposal would lead to greater market penetration of residential energy efficiency products and measures in housing stock in states, as is happening in New York state.

The general public benefits through decreased greenhouse gas emissions. In addition, building professionals benefit through having clearly defined performance standards and a way to demonstrate to home owners that the builder professionals can meet those standards. Home owners benefit through a mechanism to recognize skilled building performance contractors, and through decreased utility bills and improved monthly cash savings.

II Review of Technical Approach

The Building Performance Institute is a national resource center promoting building science practice in the residential contracting trades. For eight years BPI has provided third-party verification of worker skills in the weatherization industry and building trades.

BPI is continuing its mission to promote excellence in residential contracting by creating a new set of certifications developed to better serve the needs of contractors in the traditional residential



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
AIR AND RADIATION

MEMORANDUM

SUBJECT: Executive Summary of Assistance Agreement to Support the Development of Contractor Certification by the Building Performance Institute

DATE: June 13, 2001

FROM: Lena Nirk

THROUGH: Kathleen Hogan, Director
Climate Protection Partnerships Division

TO: Paul Stolpman, Director
Office of Atmospheric Programs

The Building Performance Institute, Inc. (BPI) has submitted a request to fund further development of its building performance contractor certification and accreditation program. This certification is already being piloted as part of New York's "Home Performance with ENERGY STAR" pilot. Quality assurance and certification are key components of the "Home Performance with ENERGY STAR" concept, and BPI is currently the only organization offering such certification.

BPI has requested \$59,975 to refine its certification standards and processes, to expand it to include a cooling climate component, and to pilot the use of certification outside of the subsidized New York market. I recommend that you approve this assistance agreement.

Internet Address (URL) • <http://www.epa.gov>

Recycled/Recyclable • Printed with Vegetable Oil Based Inks on Recycled Paper (Minimum 30% Postconsumer)

EPA Project Officer: <u>Lena Nirk</u> Mail Code: <u>6202-J</u>	
Phone: <u>(202) 564-9841</u>	Fax: <u>(202) 565-2254</u>
Address: <u>1200 Pennsylvania Ave, NW Washington, DC 20460</u>	
Date Certified: <u>Jan, 1997</u>	Date Recertified: <u> </u>
Recommending Official Signature: <u><i>Kathleen Hojan</i></u>	
Typed name and Title: <u>Kathleen Hojan, Director, Climate Protection Partnerships Div.</u>	
Date: <u>7/6/04</u>	
Decision Official Signature: <u><i>Paul Stolpman</i></u>	Typed
Name and Title: <u>Paul Stolpman, Director, Office of Atmospheric Programs</u>	
Date: <u>7/11/04</u>	

Administrative Terms and Conditions:

Does the project involve human subjects? ☐ Yes ☒ No

☐ If yes, approval from the ORD Human Subjects Research Review Official is attached.

Does the project involve animal subjects? ☐ Yes ☒ No

Is this project expected to generate program income? ☒ Yes ☐ No

If yes, program income should be:

☒ Used to support additional eligible activities

☐ Used to meet the recipient's cost sharing requirement

☐ Deducted from total costs to determine net allowable project cost

Does this project support a conference/workshop? ☐ Yes ☒ No

☐ If yes, GAD's conference questionnaire is attached.

Justification for Selection of Assistance Agreement

This project complies with EPA Order 5700.1 which requires that the activities funded by this agreement support a public purpose and are not for the direct benefit or use of the Federal Government. Provide justification for selection as an Assistance Agreement:

The purpose of this project is to support the accomplishments of a public purpose rather than to acquire property or services for EPA. The public and whole house contractors will benefit from having a certification for quality contractors available. This assistance agreement has been reviewed for appropriateness relative to those criteria and examples provided in the "Policy for Distinguishing Between Assistance and Acquisition". I certify that this assistance agreement appropriately meets the criteria.

Programmatic Terms and Conditions *The following special conditions for EPA involvement apply to this cooperative agreement.*

- 19
- a. The EPA Project Officer and the Project Manager from BPI will collaborate throughout all phases of the Agreement. At a minimum, this collaboration will occur through monthly conference calls and quarterly meetings.
 - b. BPI will submit to EPA a quarterly report within two weeks of the end of each calendar year quarter, reporting on progress made during the quarter, laying out goals for the following quarter, and delineating any modifications to the scope of work or schedule.
 - c. The EPA Project Officer will monitor the progress of the work throughout the project to ensure overall direction.
 - d. BPI agrees to submit a reproducible copy of each report or output that is suitable for printing.

___ Additional Info attached

Summary of Cost Analysis

EPA has reviewed the proposed cost for this grant and find those costs reasonable and justified. A copy of this analysis is contained in the project officer's files

Specific Program Identification (i.e., energy efficiency, urban initiative, etc.)

Residential energy efficiency

Pre-award cost statement, if applicable.

Is this an Unsolicited Research Proposal?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> If yes, the recipient's cost sharing reflects their mutuality of interest.		
Was the Application selected through a competitive process?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>(If no, explain; if yes, describe the competitive process.)</i>		
<p>A sole-source award is justified for this cooperative agreement. BPI is currently the only organization that certifies building performance contractors. BPI has received initial funding from NYSERDA and this grant allows them to expand their mission.</p>		
Quality Assurance (QA): Does the project include taking environmentally related measurements or data generation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>If yes, has the applicant's QA Plan been approved?</p> <p><i>(If no, describe the steps that will be taken to assure that QA will be addressed, e.g., inclusion of term and condition in the assistance agreement requiring QA approval.)</i></p>		
Is this agreement funded with Split Funding?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>(If yes, include justification for split funding.)</i>		
Is the agreement funded with more than one Program Results Code (PRCs)?		
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<input type="checkbox"/> If yes, the allocation methodology is attached.		
Could an invention be one of the results of this project?		
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



HQS. SMALL GRANTS
DECISION AND APPROVAL
RECOMMENDATION (Feb 99)

PROJECT INFORMATION SECTION

Grant Number: X829344010

X829344010

Applicant: Building Performance Institute, Inc.

Project Period Dates: 7/01/01 - 11/01/02

Action Type: ☒ New ☐ Supplemental

Catalog of Federal Domestic Assistance No.: 66-606

Del. Auth.
7-11

Cost Category and Amount

in Blue Book
p. 330 7/16/01 JAH
501C(X3)

Amel. P. 330
In app.

1. Personnel	\$ 7,471.00
2. Fringe Benefits	\$ 2,391.00
3. Travel	\$ 7,100.00
4. Equipment	\$ 0
5. Supplies	\$ 650.00
6. Contractual Personal Services	\$ 20,720.00
7. Construction	\$ 0
8. Other	\$ 0
9. Total Direct Costs	\$ 38,332.00 ✓
10. Indirect Cost	\$ 1,643.00 #
IDC Rate: % Base:	
11. Total Approved Project Period Costs	\$ 39,975.00 ✓
12. Total Approved EPA Amount	\$ 39,975.00 100070

re certified 1/99.

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01 JUL 13 PM 3:25

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ACTION: A SCREEN: CFRA USERID: LNUF

09/14/01 09:20:45 AM

CONTRACT REQUISITION FREEZE ACTION SCREEN

KEY IS CONTRACT REQUISITION DOCUMENT ID

	DOCUMENT ID	FREEZE AMOUNT	CONTRACT OFFICER
01-	RQ 0158EC1707	39,975.00	82934401 LPHILLIPS 564-5348
02-			
03-			
04-			
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10-			
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12-			
01-	*L030 ALL LINES ADDED		

DEMS

ACTION: R SCREEN: REQ USERID: EBF1

07/11/01 01:53:36 PM

*** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***

KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: RQ

REQ NO: 0158EC1707

01- LINE NO:	001	BFY:	2001 2002	APPR:	B	RPIC:	27	
BUDGET ORG:	58E2			PE:	60201A	LINE AMT:		39,975.00 ✓
COST ORG:		SITE/PROJ:				CLOSED AMT:		0.00
BOC:	4183	RPTG CATG:				OBLG AMT:		0.00
LAST CHG STATUS:		DESCRIPTION:						
02- LINE NO:		BFY:		APPR:		RPIC:		
BUDGET ORG:				PE:		LINE AMT:		
COST ORG:		SITE/PROJ:				CLOSED AMT:		
BOC:		RPTG CATG:				OBLG AMT:		
LAST CHG STATUS:		DESCRIPTION:						
03- LINE NO:		BFY:		APPR:		RPIC:		
BUDGET ORG:				PE:		LINE AMT:		
COST ORG:		SITE/PROJ:				CLOSED AMT:		
BOC:		RPTG CATG:				OBLG AMT:		
LAST CHG STATUS:		DESCRIPTION:						

02-1009 HEADER CHANGE

*ROUTED
Liz Bailey
202-564-0072
9/14/01*

I certify that the commitment on
this PR has been accepted by
IFMS as shown on this REQ
screen.

Liz Bailey
Liz Bailey 202 564-0072
6201J

United States
Environmental Protection Agency
Washington, DC 20460

COMMITMENT NOTICE

NOTE: Preparation and approval of this form does not constitute an obligation of money. The use of this form is intended to guarantee availability of money by reserving it for certain types of specified transactions.

THIS COMMITMENT TRANSACTION IN THE AMOUNT OF \$ 39,975 IS FOR NEW

X GRANT INTERAGENCY AGREEMENT OTHER 829344010
COOPERATIVE AGREEMENT CONTRACT PURCHASE ORDER Please provide project number if known.

DESCRIPTION OF PROJECT, GOODS, OR SERVICES Building Performance Certification Development Program

NAME OF GRANTEE/CONTRACTOR/VENDOR Building Performance Institute, Inc.

EMPLOYER IDENT NO. (EIN)

TASK, ROAD OR OTHER LOCAL IDENTIFIER

SPECIAL COMMENTS OR INSTRUCTIONS

ALLOWANCE HOLDER APPROVALS (Optional, at discretion of Allowance Holder)

ALLOWANCE HOLDER TITLE

RESPONSIBILITY CENTER TITLE

STAFF APPROVALS

SIGNATURE	DATE	PHONE
Kathleen Hogan, Director, CPPD		
Paul Stolpman, Director, OAP	7/1/01	

FUNDS CERTIFICATION

PREPARED BY		APPROVED BY	
SIGNATURE <u>Susan Donnelly</u>	<u>Susan Donnelly</u>	SIGNATURE <u>Liz Bailey</u>	<u>Liz Bailey</u>
DATE <u>7/9/01</u>	PHONE <u>564-9735</u>	DATE <u>7/11/01</u>	PHONE <u>564-9072</u>

For Responsibility Center Use Only

Contract negotiator is ☐ is not ☐ authorized to exceed amount shown above by up to 10% with securing further approval for funds.

THE AMOUNT OF MONEY SHOWN IS

☒ AN ORIGINAL COMMITMENT ☐ AN INCREASE TO A PREVIOUS COMMITMENT ☐ A DECREASE TO A PREVIOUS COMMITMENT

FINANCIAL AND ACCOUNTING DATA

LINE	DCN (Max 6)	Budget FYs (Max 4)	Appropriation Code (Max 6)	Budget Org Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	SFO (Max 2)
1	EC1707	01/02	0	900 2	60201A	4183	33
2							
3							

LINE	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 4)
1	\$39,975	00		
2				
3				



Lena Nirk

09/20/01 10:35 AM

To: LaShaun Phillips/DC/USEPA/US@EPA
CC:
Subject: Re: 82934401

Hi LaShaun,

Here are the answers to your questions and the form is attached.

1) The statutory Authority -- Need more justification as to how the statute relates to the project. The Clean Air Act, Section 103 providing authority is related to this project because of the participation of the building performance industry in reducing greenhouse gas emissions through improving the energy efficiency of the residential building stock.

2) This agreement should be a cooperative agreement. The commitment notice has this as a Grant.

All the paperwork is for a small grant, but if it need to be changed, let me know.

3) Please complete the attachment for Copyright Conditions.

attached

4) I am not sure about the answer to your questions regarding the early start date. BPI has already begun their certification work, so that might be why an early start date was requested.

thanks,
lena



-2485234 wpc
LaShaun Phillips



LaShaun Phillips

09/19/01 07:17 AM

To: Lena Nirk/DC/USEPA/US@EPA
CC:
Subject: 82934401

Hello Lena,

I am processing agreement CX82934401 0, Building Performance Inst and I need the following items addressed:

1) The statutory Authority -- Need more justification as to how the statute relates to the project.

2) This agreement should be a cooperative agreement. The commitment notice has this as a Grant.

3) Please complete the attachment for Copyright conditions.



software ds web.wpc

thanks

La Shaun Phillips
202-564-5348

C1829344 71-0
Attachment A

Minority Business Enterprises (MBE)/Womens' Business Enterprises (WBE) Terms and Conditions for non-SRF Recipients with EPA-approved FY 1998 MBE/WBE Goals that were not based on historical data of dollars awarded to MBEs and WBEs

1. The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements

(a) The recipient accepts the applicable FY 1998 Minority Business Enterprise (MBE)/Womens' Business Enterprise (WBE) "fair share" goals/objectives negotiated with EPA by the State as the FY 1999 MBE/WBE "fair share" goals/objectives as follows

	MBE	WBE
Construction	6%	6%
Supplies	6%	6%
Services	6%	6%
Equipment	6%	6%
OR		
Combined Rate	_____ %	_____ %

(b)(1) The recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities

(2) For assistance agreements related to research under the Clean Air Act Amendments of 1990, the recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, disabled Americans, Historically Black Colleges and Universities, Colleges and Universities having a student body in which 40% or more of the students are Hispanic, minority institutions having a minority student body of 50% or more, and private and voluntary organizations controlled by individuals who are socially and economically disadvantaged

(c) The recipient agrees to include in its bid documents the applicable "fair share" objectives and require all of its prime contractors to include in their bid documents for subcontracts the negotiated "fair share" percentages

(d) The recipient agrees to follow the six affirmative steps or positive efforts stated in 40 CFR §30.44(-), 40 CFR §31.36(e), or 40 CFR §35.6580, as appropriate, and retain records documenting compliance

(e) The recipient agrees to submit an EPA form 5700-52A "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" beginning with the Federal fiscal year quarter the recipient receives the award and continuing until the project is completed. These reports must be submitted to MBE/WBE Coordinator, Lupe Saldana, U.S. Environmental Protection Agency, 401 M Street, SW, Mail Code 3903R, Room 51288, Washington, D.C. 20460, 202-564-5353, within 30 days of the end of the Federal fiscal quarter (January 30, April 30, July 30, and October 30). For assistance awards for continuing environmental programs and assistance awards with institutions of higher education, hospitals and other non-profit organizations, the recipient agrees to submit an EPA form 5700-52A to MBE/WBE Coordinator, Lupe Saldana by October 30 of each year

(f) If race and/or gender neutral efforts prove inadequate to achieve a "fair share" objective, the recipient agrees to notify EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the "fair share" objective

2. EPA may take corrective action under 40 CFR Parts 30, 31, and 35, as appropriate, if the recipient fails to comply with these terms and conditions

9. EPA participation in the salary rate (excluding overhead) paid to individual consultants is limited to the maximum daily rate for a Level IV of the Executive Schedule, which is currently \$481.83.

10. In accordance with 40 CFR 31.34 for State, local and Indian Tribal governments or 40 CFR 30.36 for other recipients, EPA has the right to reproduce, publish, use, and authorize others to use copyrighted works developed under this assistance agreement for Federal purposes. Examples of Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g., software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the grantee to use the copyrighted material.

Programmatic Conditions

1. The EPA Project Officer and the Project Manager from Building Performance Incorporated (BPI) will collaborate throughout all phases of the Agreement. At a minimum, this collaboration will occur through monthly conference calls and quarterly meetings.
2. The EPA Project Officer will monitor the progress of the work throughout the project to ensure overall direction.
3. The recipient agrees to submit a reproducible copy of each report or output that is suitable for printing.

Administrative Conditions

1. The recipient agrees to comply with the MBE/WBE terms and conditions outlined in Attachment A.

2. The recipient agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final report and at least one reproducible copy suitable for printing. The final report shall document project activities over the entire project period and shall describe the recipient's achievements with respect to stated project purposes and objectives.

3. In accordance with EPA guidance and OMB Circular No. A-21 or A-122, as appropriate, the recipient agrees that it will not use assistance funds (Federal or non-Federal share) for lobbying or political activities.

4. In accordance with Section 18 of the Lobbying Disclosure Act of 1995, PL. No. 105-65, 109 Stat. 591, the recipient affirms that:

(1) it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or

(2) it is a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995.

5. In accordance with 40 CFR 30.24(b)(1), program income will be added to funds committed to the project by EPA and used to further eligible project or program objectives.

6. In accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the recipient agrees that it will not use project funds, including the Federal and non-Federal share, to engage in lobbying the Federal Government or in litigation against the United States. The recipient also agrees to provide the information mandated by EPA's annual appropriations acts for fiscal year 2000 and fiscal year 2001 (PL 106-74, §426 and PL 106-377, §424 respectively) which require as follows: "A chief executive officer of any entity receiving funds under this Act shall certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law." The recipient may satisfy this certification requirement in any reasonable manner. The certification must be submitted to EPA after all grant funds have been expended.

7. The recipient agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

8. The recipient's authorized budget includes indirect costs in the amount of \$1,643.00. The recipient agrees within 90 days of accepting this assistance agreement/amendment to prepare and maintain on file for review an indirect cost rate proposal based upon the guidance in the enclosed EPA booklet entitled, "Preparing Indirect Cost Rate Proposals for Grants and Contracts." If this award is subject to the requirements of OMB Circular A-133, the recipient agrees to include its indirect cost rate proposal as part of its A-133 audit (per 40 CFR 30.541 or 30.26 as appropriate).

Budget Summary Page

Table A - Object Class Category (Non-construction)		Total Approved Allowable Budget Period Cost
1 Personnel		\$1,471
2 Fringe Benefits		\$2,391
3 Travel		\$7,100
4 Equipment		\$0
5 Supplies		\$650
6 Contractual		\$20,720
7 Construction		\$0
8 Other		\$0
9 Total Direct Charges		\$36,332
10 Indirect Costs: % Base See Terms & Conditions		\$1,643
11 Total (Share Recipient 0.00 % Federal 100.00 %)		\$39,975
12 Total Approved Assistance Amount		\$39,975
13 Program Income		\$0

X: 82934401 - 0 Page 2

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 39,975	\$ 39,975
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 39,975	\$ 39,975

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66 606 - Surveys - Studies - Investigations - Special	Clean Air Act, Sec. 103	40 CFR PART 30

Fiscal									
Site Name	DCN	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
	EC1707	0102	B	58E2	60201A	4163			39,975